

ACCOUNTANT - 2009

General Definition of Work:

Performs intermediate professional work in the preparation and maintenance of financial records and financial reporting systems of the Finance Department. Work is performed under general supervision.

Essential Functions/Typical Tasks:

Performing accounting and bookkeeping work; accurately processing, maintaining, and auditing various financial reports and records; collects, records, and disburses County funds; assists in preparation of and oversees department budgets; and processes procurement requisitions.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews and modifies accounting policies, systems and procedures.
- Conducts internal audits.
- Assists with preparation of annual reports and audit work papers.
- Prepares periodic financial statements, including balance sheets, income statements, and expenditure reports.
- Reviews revenues and expenditures to assure accounts are accurate.
- Reconciles various accounts.
- Prepares accounting adjusting journal entries.
- Consults with and advises department representatives, answering questions, suggesting alternatives, correcting errors, and analyzing accounts.
- Completes special reports requiring financial information.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the theory, principles, methods and practices of accounting; thorough knowledge of the laws, ordinances and regulations governing County financial matters; thorough knowledge of modern office methods, practices and equipment; ability to prepare, analyze and evaluate complex financial systems; ability to use word processing and spreadsheet software; ability to establish and maintain effective working relationships with others; ability to express technical ideas effectively, orally and in writing.

Education and Experience:

Requires graduation from an accredited college or university with major course work in accounting and moderate experience in governmental accounting. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Certified Public Accountant or Certified Local Government Finance Officer preferred. May require possession of an appropriate driver's license valid in the state of North Carolina.